Overview

The purpose of this module is to establish a course session. When establishing a course session, four elements must exist in the system. These elements are:

- Course
- Equipment
- Facility
- Vendor

Adding a Course to CHRIS

The initial entry of a course into CHRIS is reserved for the Corporate Level. Conduct a search of the course table to determine if the same course, or one substantially the same, is already in the system. If the course is not in CHRIS, submit the request in accordance with the process outlined in Appendix F-1.

Verifying Equipment

Prior to establishing a course session, you must check that the equipment, facility, and vendor for the course session are already in CHRIS.

Not all equipment may be included on the "List" of equipment. Users may need to add equipment to the list, but only after verifying the equipment is not already in the system.
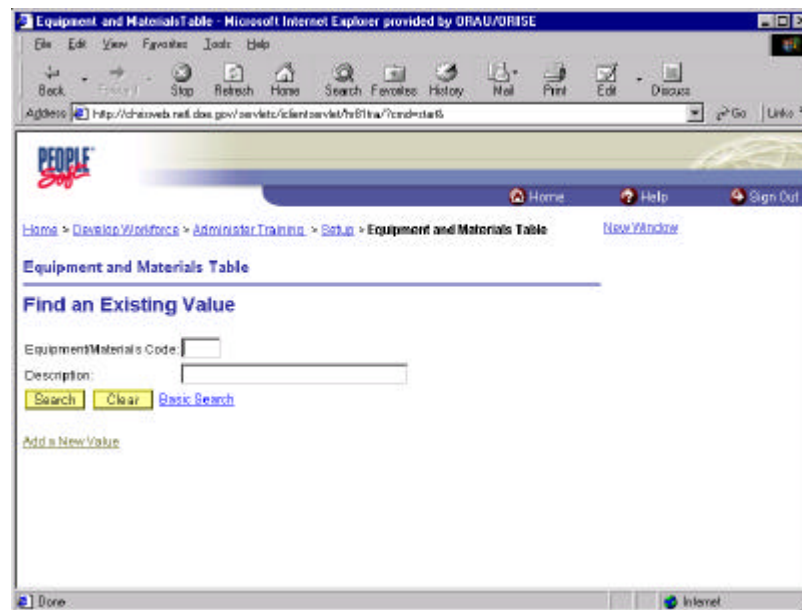
To verify that a piece of equipment that is needed for training has been entered in the system:

1. At the "Home" screen, click on "Develop Workforce."

2. Click on "Administer Training (GBL)."
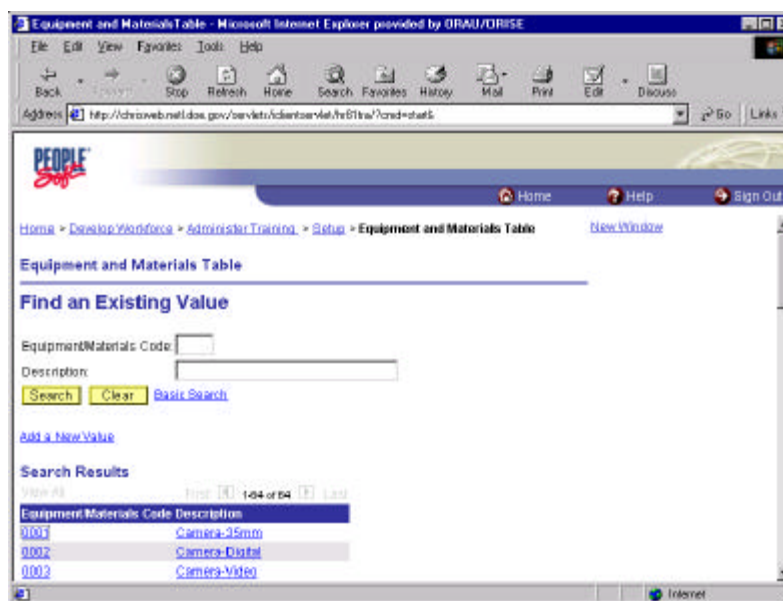
3. Click on "Setup."

4.   Click on "Equipment and Materials Table."
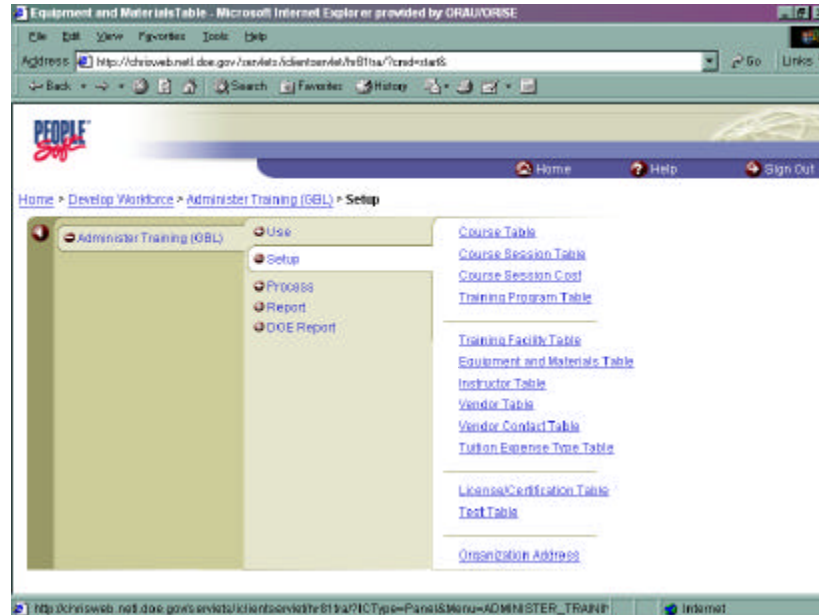
The "Equipment and Materials Table" screen is displayed.

5.   Click on the "Search" button.

The list of equipment is displayed.

6.   Check to see that the piece of equipment that is required for training
      is in the system.

      Note: Level 1 users click on "Add a New Value" if equipment must
                be added and proceed to step 6 under the Adding Equipment
   or Material section.

Best Practice: Always check to see if the equipment needed for training is in the
Verifying   system. Level 1 users can add items to the "Equipment and
Equipment   Materials" table. Levels 2 and 3 users should forward table addition
                            requests to a Level 1 user. The following process applies to Level 1
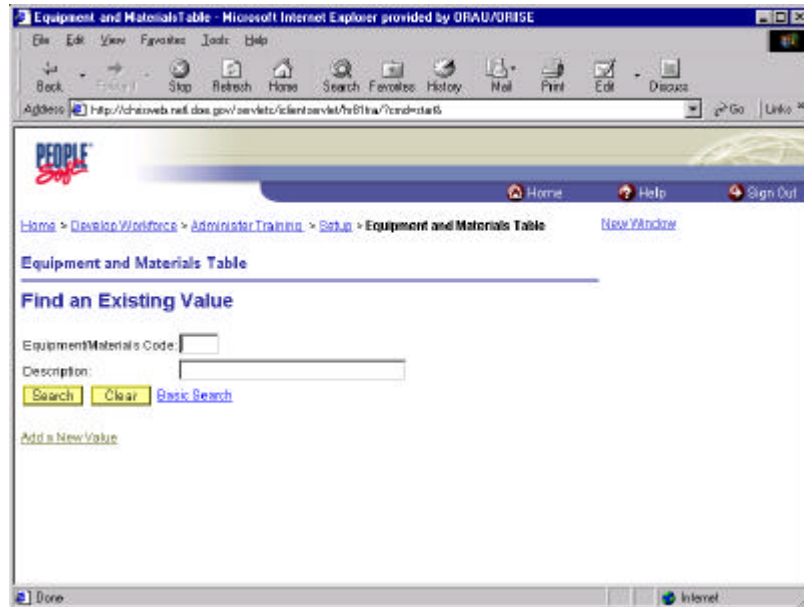   users only.

Adding Equipment or Material

If equipment or material for a course is not listed in the system, it must be added. To add a piece of equipment or material to CHRIS:

1. At the "Home" screen, click on "Develop Workforce."

2. Click on "Administer Training (GBL)."

3. Click on "Setup."

4. Click on "Equipment and Materials Table."
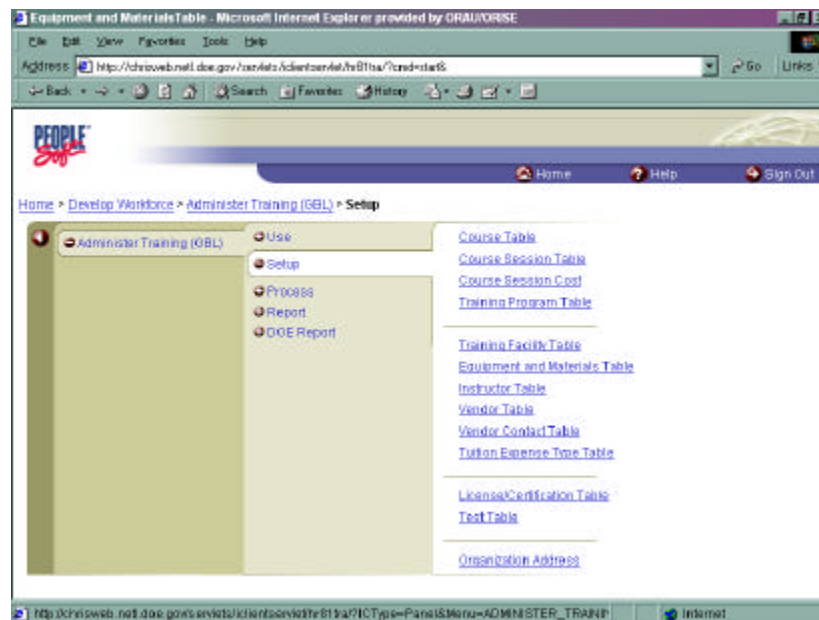
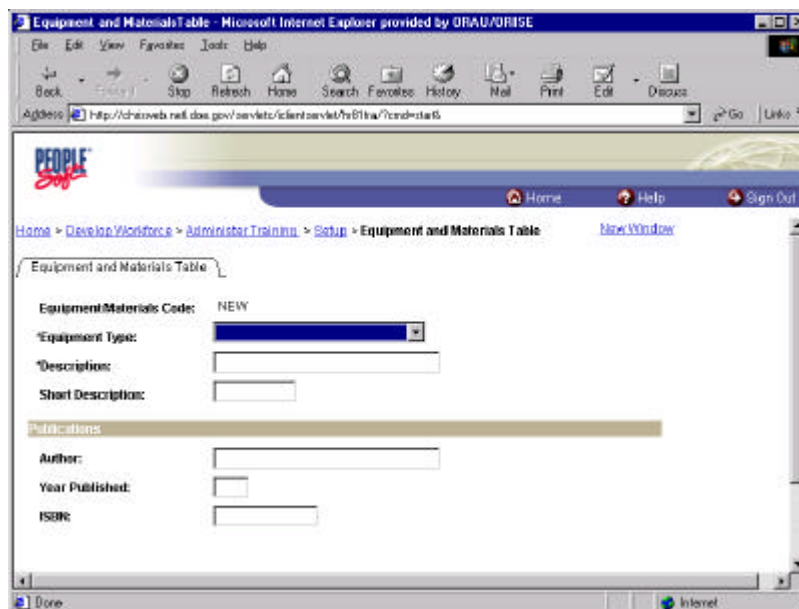The "Equipment and Materials Table" screen is displayed.
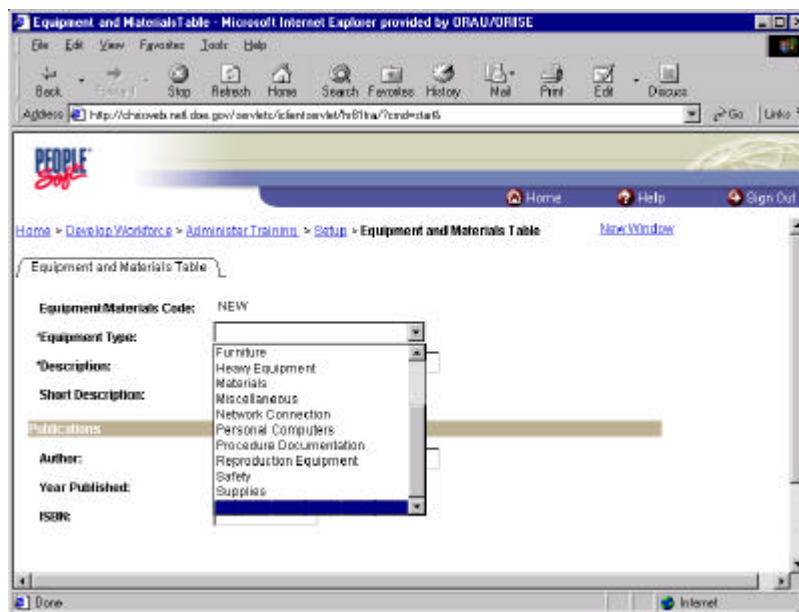

5.   Click on "Add a New Value."

The "Equipment and Materials Table" screen is displayed with the word "New" in the "Equipment/Materials Code" field.

6.   Click "Add."

The "Equipment and Materials Table" is displayed.

7.   Click on the down arrow for "Equipment Type."

A list of equipment categories is displayed.

8.   Select the category that best reflects the equipment type.

9.   Tab to the "Description" field and enter the equipment to be added.

Best Practice:
Naming
Equipment/
Materials

Use the naming convention already established, for example,
"Camera-Telephoto."

10. Tab to the "Short Description" field and enter a short description.

11. Click on the "Save" button to add the equipment into the system.

**Verifying or
Adding a Training
Facility**

It is important that the training facility be in the CHRIS system prior to establishing a course session. Each site will enter its own facilities into CHRIS.
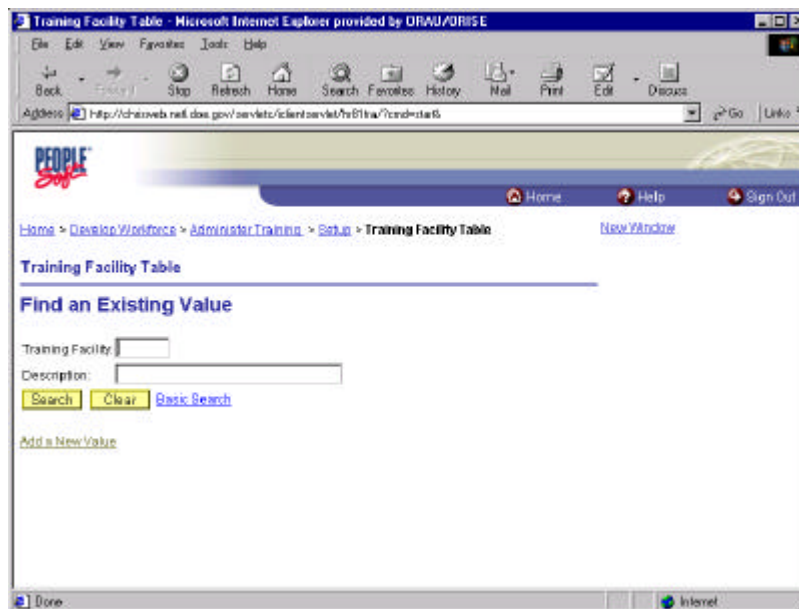
**Verifying a
Facility**

To verify that a facility exists in CHRIS:

1.   At the "Home" screen, click on "Develop Workforce."

2.   Click on "Administer Training (GBL)."

3.   Click on "Setup."

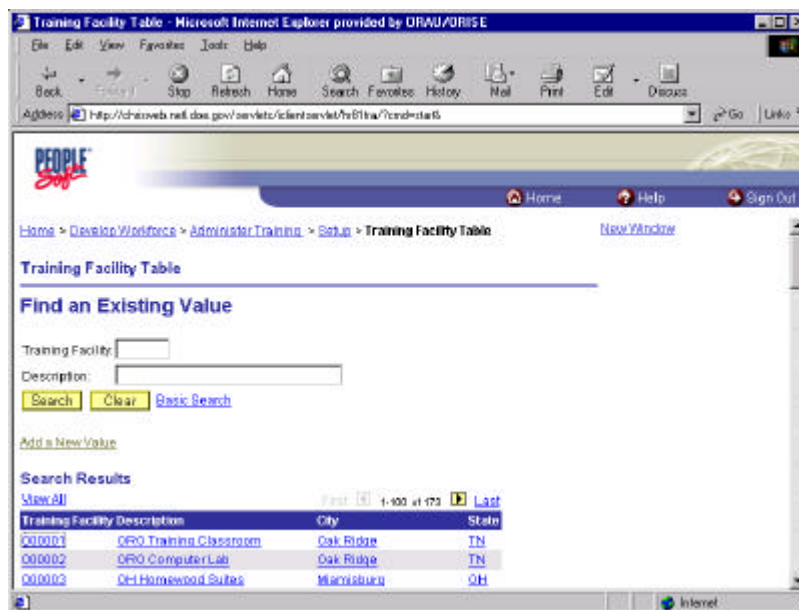4.   Click on "Training Facility Table."
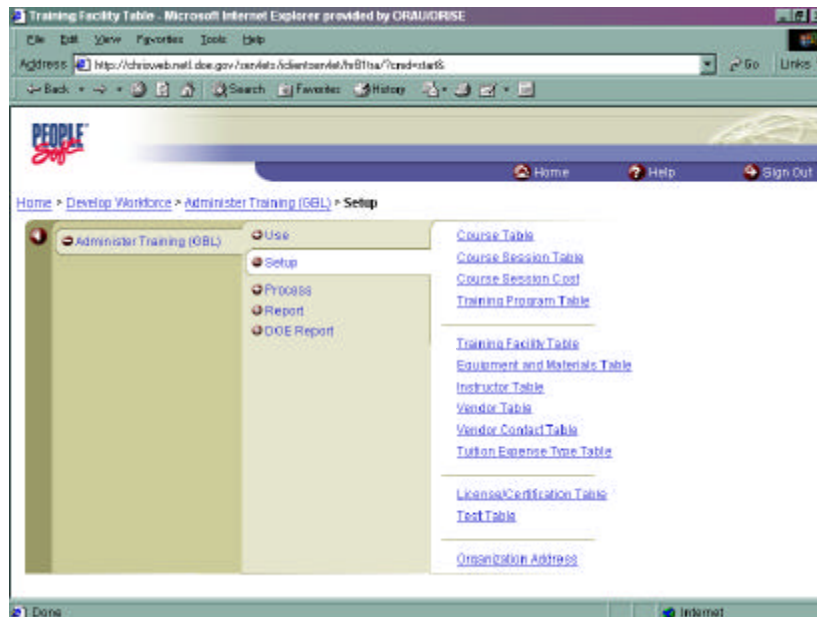
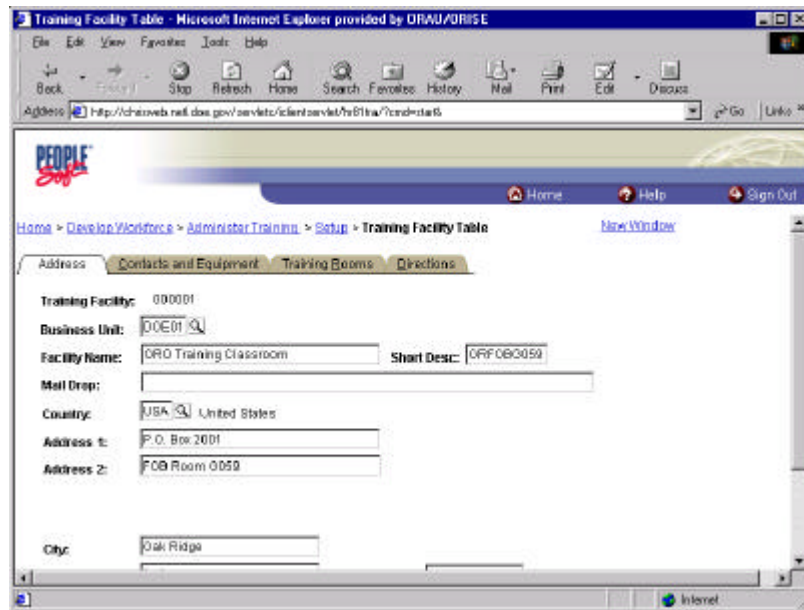The "Training Facility Table" is displayed.

5.   Click on the "Search" button.

You will see the list of facilities that already exist. Click on the up or down arrows or drag the box along the scroll bar by holding down the mouse button.

Note: There is a numeric code associated with each facility on the left side of this listing. If you use several facilities often, make a reference guide so you can simply key in the facility number.

6. Scroll and check if the required facility is already entered.

7. Click on the facility, once you have found it.

The "Training Facility Table" is displayed.

8. Verify that it is the CORRECT facility by reviewing the detail information: city, room number, etc.

Best Practice: Verifying a Facility

Always check to see if the facility needed for training is in the system.

Note: If a training facility must be added click the "Add" button at the bottom of the screen and proceed to Step 5 under the Adding a Facility section. Level 4 users should forward the request to their CHRIS Training Point of Contact.

Adding a Facility

BUSINESS
RULE

Not all facilities may be included on the "List" of facilities. Before establishing a course session, users may need to add a facility to the list. When adding a facility to CHRIS, the following parameters apply:

- Only DOE facilities will be entered into the system, or facilities that are used by a site on a regular and recurring basis.

- Do not select a location code. Leave it blank.

- Enter the maximum number of students each room can accommodate, even though it is an optional field.
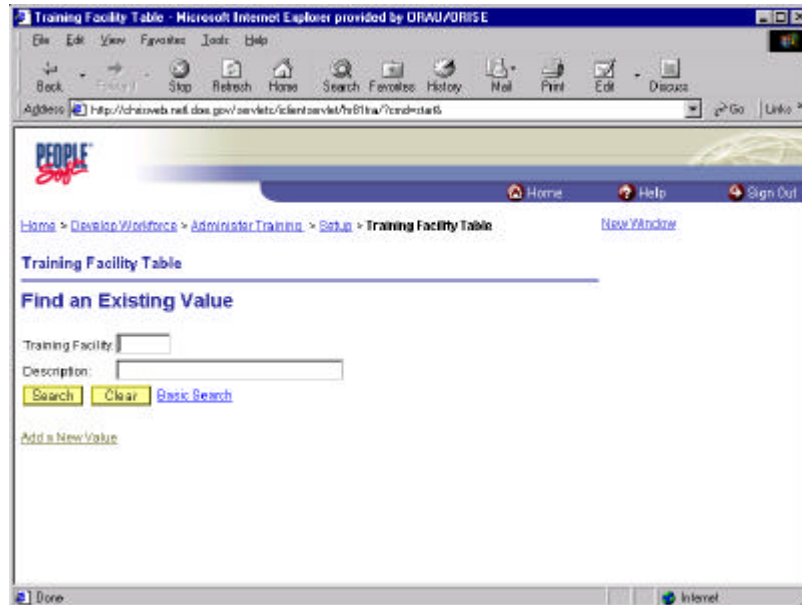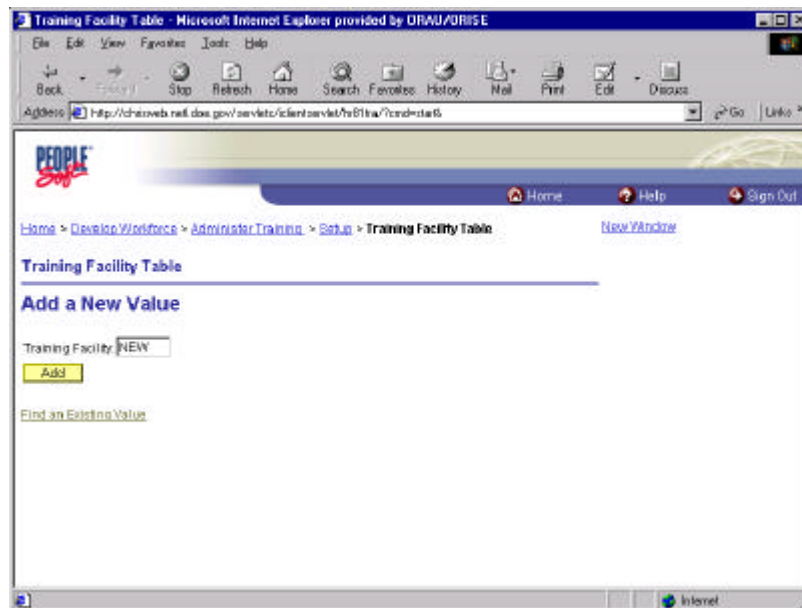
Adding a Facility

To add a facility to the list:

1. At the "Home" screen, click on "Develop Workforce."

2. Click on "Administer Training (GBL)."

3. Click on "Setup."

4. Click on "Training Facility Table."
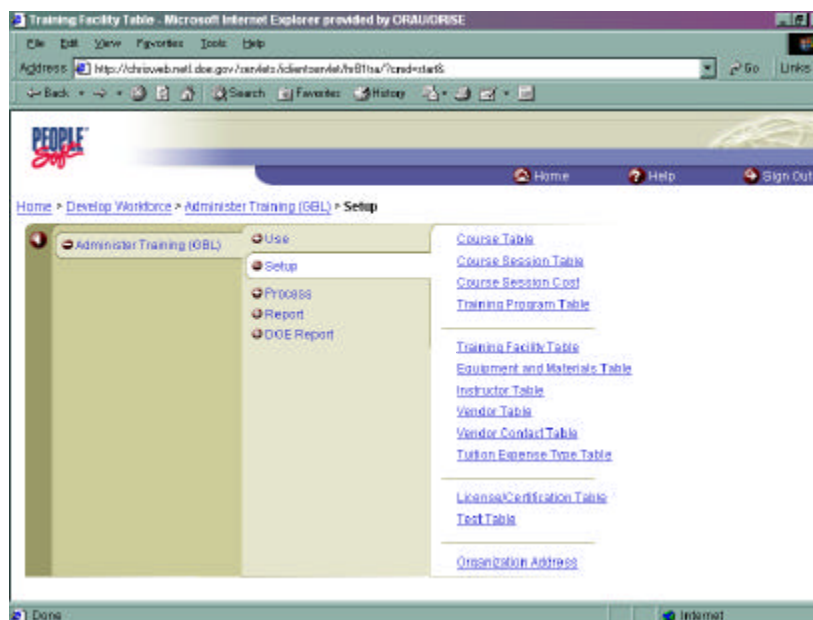
The "Training Facility Table" is displayed.

5. Click the "Add a New Value" button.

The "Training Facility Table" is displayed and the word "NEW" is in the Training Facility field.

6. Click on the "Add" button.

The "Training Facility" screen is displayed.

7.   Press the "Tab" key to move from field to field and enter the requested information.

8.   Click on the "Contacts and Equipment" tab.

9.   Tab from field to field and enter the required information.

Note: Sites may enter cost per day, week, etc., as appropriate.

10.   Click on the "Training Rooms" tab.

11.   Tab from field to field and enter the required information.

   Note: The room code is a six character free form field. You can
               enter the room type. (i.e., lab. for laboratory, aud. for
               auditorium)

12.   Click on the "Directions" tab.

13.   Enter the directions to the facility (this is optional).

14.   Click on the "Save."

        Note: When the new facility's information is saved, an associated number for the facility will be generated in CHRIS.

        Note: The purpose of the "Training Facility Table" is to find and select a DOE site for a class. The system will not provide an alert if the room is already taken. It is **not** a room scheduler for an individual site because it does not provide all the information normally needed in a room schedule such as the name of the person who booked the room. The training facility report does provide a bare bones listing of the dates and courses scheduled for a particular room.